

eWReports

User Documentation Manual

January, 2013

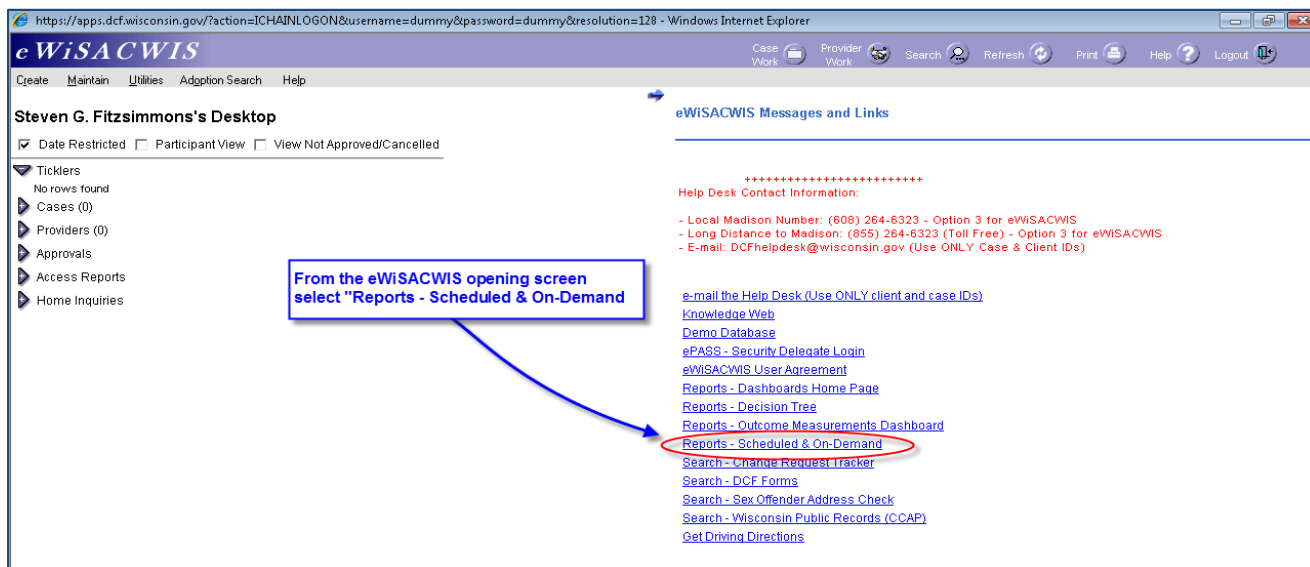
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eWReports

1. Introduction
2. Report Outliner
3. Current Reports
4. Archive Reports
5. On Demand Reports
6. Reports Catalog
7. Help me find the report I need
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1. Introduction

Welcome to eWReports! This is a guide for helping you use eWReports.



Once you sign in to eWiSACWIS, you will see a screen similar to the one shown above. Approximately mid-way down the page is a link to “Reports – Scheduled & On Demand”. Select this link to go to eWReports.

2. Report Outliner



The “Report Outliner” tab was added recently to offer you another way to find reports. Here you can find reports listed by their specific category such as Administrative, Fiscal, Other, Permanency, Safety or Well-Being.

eWReports Reports for Steven Fitzsimmons

Maintain Utilities Help

Report Outliner

[Reports Catalog](#)

☐ Shows All Reports

1 Administrative

2 Administrative

3 CM2001-eWReports Usage

[CM2001-EWR-REPORT-USAGE.xls](#)

CM2101-Federal AFCARS Foster Care File

CM2102-AFCARS Foster Care Exceptions Report

CM2103-Federal AFCARS Adoption File

CM2104-Adoption AFCARS Exception Report

FM0301-Title IV-E New Placements and Discharges

FM0302-Eligibility Sign Off Case Detail Report

FM0303-Eligibility Sign Off Summary Report

PM02A00-Birthday Report

SM04A103-Case Assignment Report

SM10C100-Standard Program Services Spreadsheet

SM16x100-Adoption Search

Fiscal

Other

Permanency

Safety

Well-Being

Example

To see a report under the Administrative section ...

1. Click on the icon to the left of Administrative.
2. Click on the Wizard's wand.
3. Click on the report output you want to see.

3. Current Reports

eWReports Reports for Steven Fitzsimmons

Maintain Utilities Help

County: State

Request Refresh Logout

| Report Outliner | | Current | Archive | On Demand |
|---|-------------------------|--|---------|------------|
| Report Name | Start Date End Date | Report Output | | Run Date |
| CM06X100 - Caseworker Contacts | 06/01/2012 06/30/2012 | CM06X100-CASEWORKER-CONTACTS-STATE.xls | | 08/06/2012 |
| | 06/01/2012 06/30/2012 | CM06X100-CASEWORKER-CONTACTS-All-Counties.xls | | 08/06/2012 |
| | 06/01/2012 06/30/2012 | CM06X100-CASEWORKER-CONTACTS-Statewide.xls | | 08/06/2012 |
| CM2001 - eWReports Usage | | CM2001-EWR-REPORT-USAGE.xls | | 08/02/2012 |
| CM2102 - AFCARS Foster Care Exceptions Report | | cm2102-b-afcars-fstr-errors-ERO-LSS-State.doc | | 08/02/2012 |
| | | cm2102-b-afcars-fstr-errors-WRO-Cath-Char--La-Crosse-State.doc | | 08/02/2012 |
| | | cm2102-b-afcars-fstr-errors-WRO-DCFS-Eau-Claire-State.doc | | 08/02/2012 |
| | | cm2102-b-afcars-fstr-errors-WRO-DCFS-La-Crosse-State.doc | | 08/02/2012 |
| | | cm2102-b-afcars-fstr-errors-WRO-LSS-State.doc | | 08/02/2012 |
| | | cm2102-a-afcars-fstr-errors-State.xls | | 08/02/2012 |
| | | cm2102-b-afcars-fstr-errors-ERO-Bethany-CS-State.doc | | 08/02/2012 |
| | | cm2102-b-afcars-fstr-errors-ERO-DCFS-Green-Bay-State.doc | | 08/02/2012 |
| | | cm2102-b-afcars-fstr-errors-ERO-DCFS-Fond-Du-Lac-State.doc | | 08/02/2012 |
| CM26X100 - ICWA Report | 07/01/2012 07/31/2012 | CM26X100-ICWA-REPORT-STATE.xls | | 08/06/2012 |
| | 07/01/2012 07/31/2012 | CM26X100-ICWA-REPORT-All-Counties.xls | | 08/06/2012 |
| PM02A103 - Provider Detail Report | 07/01/2012 07/31/2012 | PM02A103-PROVIDER-DETAIL-STATE.xls | | 08/06/2012 |
| | 07/01/2012 07/31/2012 | PM02A103-PROVIDER-DETAIL-All-Counties.xls | | 08/06/2012 |
| PM04A100 - Level of Care Monitoring | 07/01/2012 08/25/2012 | PM04A100-LEVEL-OF-CARE-MONITORING-All-Counties.xls | | 08/25/2012 |
| | 07/01/2012 08/25/2012 | PM04A100-LEVEL-OF-CARE-MONITORING-STATE.xls | | 08/25/2012 |

Under the Current tab, you can find the most up to date reports you have access to. The Start and End dates are the dates for which the report was run. The Run Date is the date the report ran on. Under Report Output, select the output you need and download to your PC.

4. Archive Reports

| eWReports | | | | | |
|--------------------------------|---------------|------------|---|---------|------------|
| Reports for Steven Fitzsimmons | | | Request | Refresh | Logout |
| Maintain Utilities Help | County: State | | | | |
| Report Outliner | | Current | | Archive | On Demand |
| Report Name | Start Date | End Date | Report Output | | Run Date |
| CM06X100 - Caseworker Contacts | 06/01/2012 | 06/30/2012 | CM06X100-CASEWORKER-CONTACTS-STATE.xls | | 08/06/2012 |
| | 06/01/2012 | 06/30/2012 | CM06X100-CASEWORKER-CONTACTS-All-Counties.xls | | 08/06/2012 |
| | 06/01/2012 | 06/30/2012 | CM06X100-CASEWORKER-CONTACTS-Statewide.xls | | 08/06/2012 |
| | 05/01/2012 | 05/31/2012 | CM06X100-CASEWORKER-CONTACTS-Statewide.xls | | 07/10/2012 |
| | 05/01/2012 | 05/31/2012 | CM06X100-CASEWORKER-CONTACTS-All-Counties.xls | | 07/10/2012 |
| | 05/01/2012 | 05/31/2012 | CM06X100-CASEWORKER-CONTACTS-STATE.xls | | 07/10/2012 |
| | 04/01/2012 | 04/30/2012 | CM06X100-CASEWORKER-CONTACTS-All-Counties.xls | | 06/06/2012 |
| | 04/01/2012 | 04/30/2012 | CM06X100-CASEWORKER-CONTACTS-STATE.xls | | 06/06/2012 |
| | 04/01/2012 | 04/30/2012 | CM06X100-CASEWORKER-CONTACTS-Statewide.xls | | 06/06/2012 |
| | 03/01/2012 | 03/31/2012 | CM06X100-CASEWORKER-CONTACTS-STATE.xls | | 05/08/2012 |
| | 03/01/2012 | 03/31/2012 | CM06X100-CASEWORKER-CONTACTS-All-Counties.xls | | 05/08/2012 |
| | 03/01/2012 | 03/31/2012 | CM06X100-CASEWORKER-CONTACTS-Statewide.xls | | 05/08/2012 |
| | 02/01/2012 | 02/29/2012 | CM06X100-CASEWORKER-CONTACTS-All-Counties.xls | | 04/05/2012 |
| | 02/01/2012 | 02/29/2012 | CM06X100-CASEWORKER-CONTACTS-STATE.xls | | 04/05/2012 |
| | 02/01/2012 | 02/29/2012 | CM06X100-CASEWORKER-CONTACTS-Statewide.xls | | 04/05/2012 |

Under the Archive tab, you can find historical copies of reports you have access to. The Archive tab will show the current version and a configurable number of past report outputs. The Start and End dates are the dates for which the report was run. The Run Date is the date the report ran on. Under Report Output, select the output you need and download to your PC.

5. On Demand Reports

eWReports

Reports for Steven Fitzsimmons

Request Refresh Logout

MaintainUtilitiesHelp

County:State

Report Outliner

Current

Archive

On Demand

Report Name

Status

Run Date

Report Output

CM2102 - AFCARS Foster Care Exceptions Report

Completed

08/02/2012 14:56:14

cm2102-b-afcars-fstr-errors-bmcw-agency-its-milwaukee.pdf

cm2102-b-afcars-fstr-errors-bmcw-ia-1-milwaukee.pdf

cm2102-b-afcars-fstr-errors-bmcw-ia-2-milwaukee.pdf

cm2102-b-afcars-fstr-errors-bmcw-ia-3-milwaukee.pdf

cm2102-b-afcars-fstr-errors-brown---green-bay-brown.pdf

cm2102-b-afcars-fstr-errors-buffalo---alma-buffalo.pdf

cm2102-b-afcars-fstr-errors-burnett---siren-burnett.pdf

cm2102-b-afcars-fstr-errors-chippewa---chippewa-falls-chippewa.pdf

cm2102-b-afcars-fstr-errors-columbia---portage-columbia.pdf

Under the On Demand tab you can find all On Demand reports you have access to. Under the column titled "Status" it will report where the report is in the process.

Completed – Report request successfully run.

Hold – You have placed request on hold.

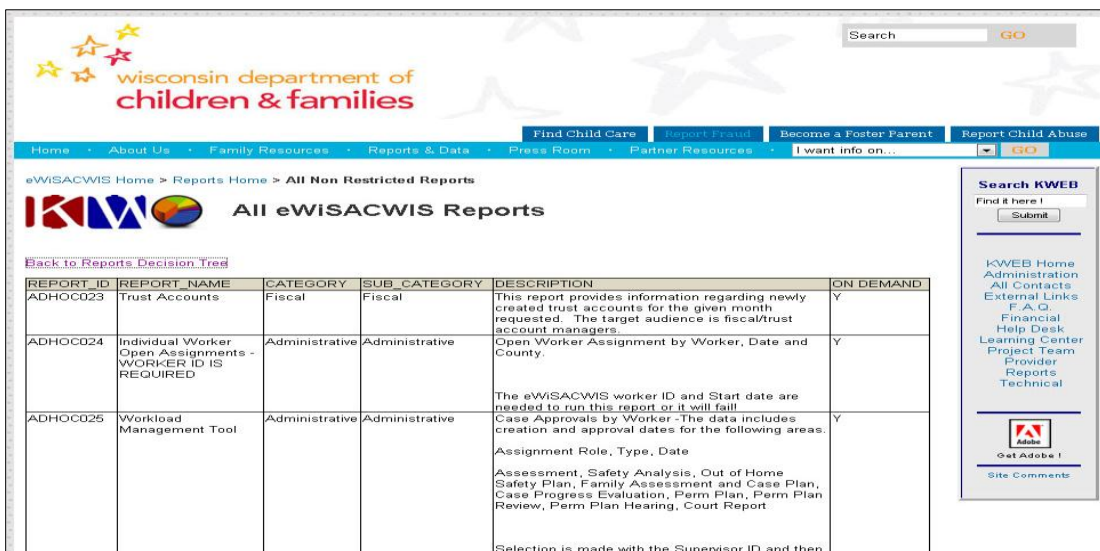
Running – Report is currently running.

Submitted – Report request has been submitted, but is not running at the time.

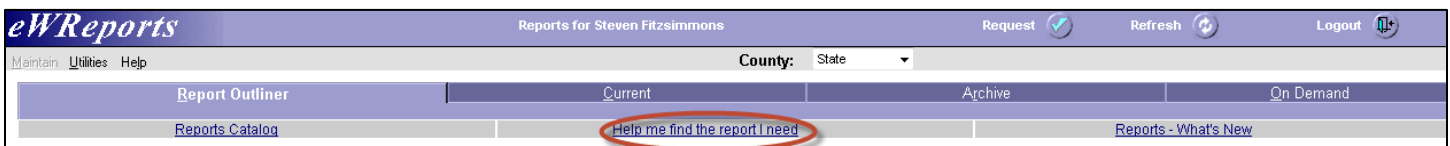
6. Reports Catalog



When you select the “Reports Catalog”, you will see a list of all reports and their descriptions.



7. Help me find the report I need



If you select “Help me find the report I need”, you will be taken to the “Reports Decision Tree”.

This page breaks out reports by Safety, Permanence, Well-Being and all other reports.

Go to the Department of Children and Families Home Page

Search [GO](#)

Home · About Us · Family Resources · Reports & Data · Press Room · Partner Resources · I want info on... [GO](#)

eWISACWIS Home > Reports Home > Reports Decision Tree Home

Reports Decision Tree

ANNOUNCING:

The Reports Decision Tree - a new tool for helping you find the reports you're looking for.

- ▶ [Click here to learn more about Safety](#)
- ▶ [Click here to learn more about Permanence](#)
- ▶ [Click here to learn more about Well-Being](#)
- ▶ [Click here to learn more about Other Reports](#)
- ▶ [Click here to learn *What's New*](#)
- ▶ [Click here to log in to eWReports](#)

Gaining Access to the reports:

If you are a Supervisor and would like to be able to assign any of these reports to yourself and/or your workers for viewing via eWReports, please contact your local Security Delegate.

If you are a worker and are interested in viewing any of these reports via eWReports, please contact your Supervisor.

Search KWEB

Find it here ! [Submit](#)

- KWEB Home
- Administration
- All Contacts
- External Links
- F.A.Q.
- Financial
- Help Desk
- Learning Center
- Project Team
- Provider
- Reports
- Technical

[Get Adobe !](#)

[Site Comments](#)

There is also a link to our “What’s New Page” that lists new and recently changed reports.

8. Reports – What’s New Page

eWReports Reports for Steven Fitzsimmons Request Refresh Logout

Maintain Utilities Help

County: State

Report Outliner Current Archive On Demand

Reports Catalog Help me find the report I need **Reports - What's New**

wisconsin department of children & families

Search **GO**

[Find Child Care](#) [Report Fraud](#) [Become a Foster Parent](#) [Report Child Abuse](#)

[Home](#) [About Us](#) [Family Resources](#) [Reports & Data](#) [Press Room](#) [Partner Resources](#) **GO**

What's New in eWISACWIS Reports

[September](#) [August](#) [June](#) [Archive](#) [Child Welfare Statistical Graphs and Reports](#) [eWISACWIS Reports Decision Tree](#) [eWISACWIS Reports Catalog](#)

September

NEW REPORTS

Rule Violations (PM04B100) Report

The Rule Violations report contains information related to providers who have recorded a Facility Rule Violation that was issued during the reporting period. The providers include four types: Child Placing Agency, Group Home, Residential Care Center, and Shelter Care. The purpose of the report is to track Facility Rule Violations over time, within each Provider type, as well as to track the most frequent Facility Rule Violations within each Provider type. This report also summarizes the counts of each Facility Rule Violation occurring in any year, and provides details about the Facility type, address, and contact information. Additionally, the report includes a list of any Facility Enforcement Actions that occurred within the reporting period. The report default is to run for all counties, the report has fourteen tabs. An overview of each tab is as follows:

The READ_ME tab provides information on how to use and sort the report.

The REPORT_PERIOD_SUMMARY tab provides a count of each Facility Rule Violation type that occurred during the reporting period date range.

The REPORT_PERIOD_DETAIL tab contains detail information about each Facility Rule Violation that occurred during the reporting period date range, the date of occurrence, the Facility type, contact, and address information.

There are 4 tabs counting the ten most frequent violations in each Provider type for violations that occurred during the reporting period date range:

- TOP_TEN_VIOLATIONS_CPA
- TOP_TEN_VIOLATIONS_SHLTR
- TOP_TEN_VIOLATIONS_PSC
- TOP_TEN_VIOLATIONS_PSC

9. Utilities/County

eWReports Reports for Steven Fitzsimmons [Request](#) [Refresh](#) [Logout](#)

[Main](#) [Utilities](#) [Help](#) County: State:

| | | | |
|---------------------------------|--|--------------------------------------|---------------------------|
| Report Outliner | Current | Archive | On Demand |
| Reports Catalog | Help me find the report I need | Reports - What's New | |

When you select “Utilities” a drop-down menu will appear. Five options are available: “Request On Demand Report”, “Reports Dashboard”, “Report Information”, “Refresh Desktop” and “Logout”. The next section will discuss each utility option next.

9a. Utilities/County – “Request On Demand Report”

Request On Demand Report

Reports Dashboard

Report Information

Refresh Desktop

Logout

Selecting **“Reports on Demand Report”**, pulls up a list of reports you can run as needed. Some of these reports run on a regular schedule as shown below. If you need the most updated information, running on demand will refresh the report’s data up to the minute.

On Demand Report Request -- Webpage Dialog

eWReports Print

On Demand Report Selection

| Topic | Report | Regular Schedule |
|--|--|------------------|
| Ad Hoc Reports On Demand Only | ADHOC045 Initial Assessment Core | On Demand Only |
| | ADHOC046 IA ENTRY COHORT COMPLETION | On Demand Only |
| | ADHOC051 Federal Waiver | On Demand Only |
| | ADHOC067 TANF SCHOOL LIST | On Demand Only |
| BMCW Data in reports is BMCW specific | PM02A101 BMCW Bed Capacity | Monthly |
| CM06 Notes | CM06X100 Caseworker Contacts | Monthly |
| CM21 AFCARS | CM2102 AFCARS Foster Care Exceptions Report | Monthly |
| CM26 ICWA | CM26X100 ICWA Report | Monthly |
| PM02a Home Provider | PM02A103 Provider Detail Report | Monthly |
| PM04a Licensing | PM04A100 Level of Care Monitoring | Monthly |
| PM04b Private Provider License | PM04b06 Licensing Control Report | Monthly |
| | PM04b08 Management Directory | Monthly |
| SM02 Access Reports | SM02X100 Access Report (Enhanced) | Monthly |
| SM06a Assessment | SM06A106 IA Tracking | Daily |
| SM08 Document Plans | SM08D100 CANS Timeliness | Monthly |
| | SM08X101 NYTD Youth Contact | Monthly |
| | SM08X103 Weekly NYTD Youth | Weekly |
| | SM08X104 NYTD Youth 17 | Monthly |
| | SM08X107 IL Service Report | Monthly |
| SM10a Out-Of-Home Placement / In Home Services | SM10A109 ASFA Report | Monthly |
| | SM10A112 Placement Activity and Detail | Monthly |
| SM10c Standard Program Services | SM10C100 Standard Program Services Spreadsheet | On Demand Only |

Close

9b. Utilities/County – “Reports Dashboard”

eWReports Reports for Steven Fitzsimmons Request

Maintain **Utilities** Help County: State

Report Outliner Current Archive

Reports Catalog Help me find the report I need

Request On Demand Report

Reports Dashboard

Report Information

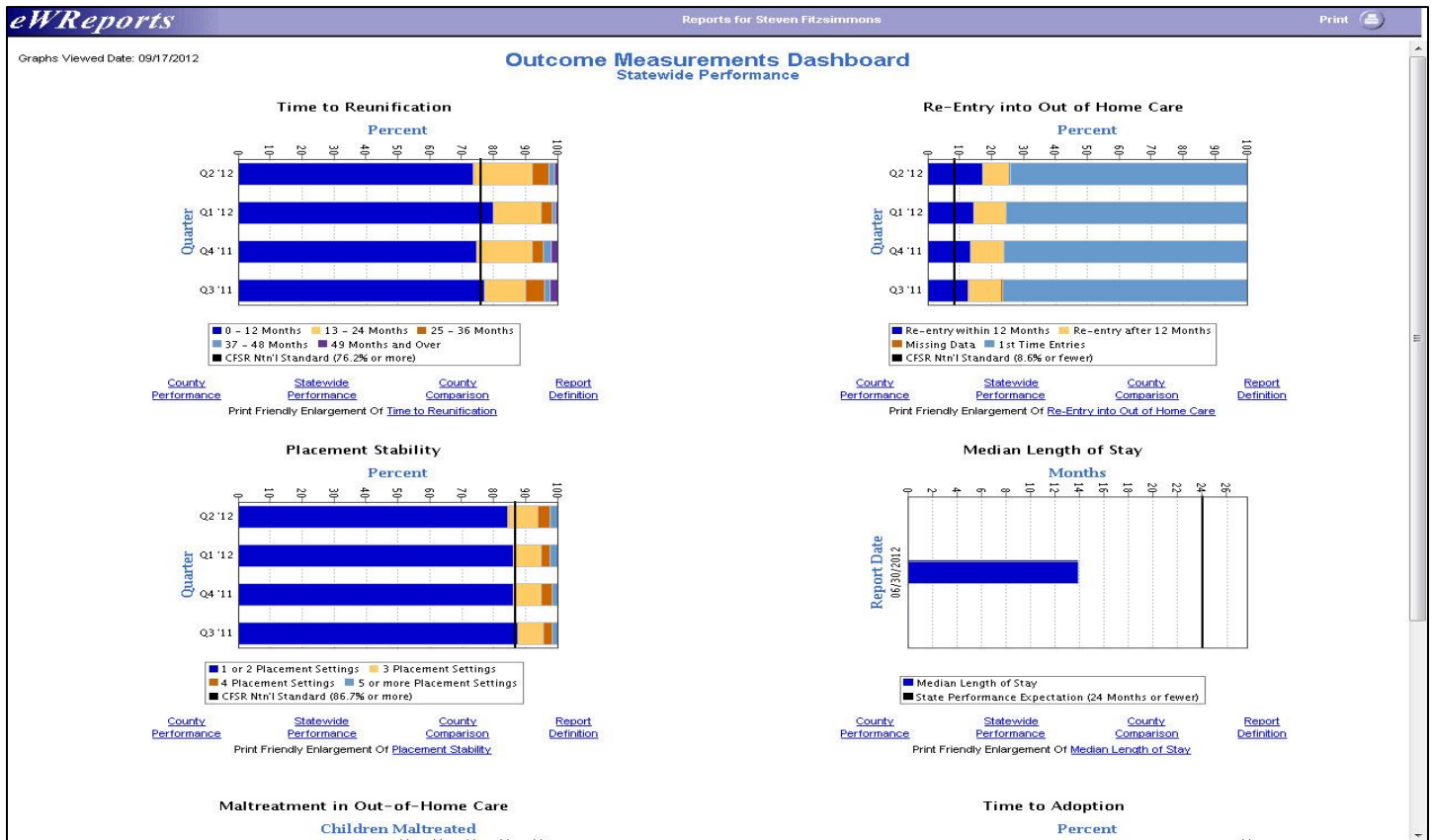
Refresh Desktop

Logout

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Selecting **“Reports Dashboard”** takes you to the statewide performance graphs page.



9c. Utilities/County – “Report Information”

Utilities Help

- Request On Demand Report
- Reports Dashboard
- Report Information**
- Refresh Desktop
- Logout

Report Information

| Report Name | Frequency | Status |
|----------------------------------|-----------|-----------|
| Time to Reunification | Monthly | Scheduled |
| Re-Entry into Out of Home Care | Monthly | Scheduled |
| Placement Stability | Monthly | Scheduled |
| Median Length of Stay | Monthly | Scheduled |
| Maltreatment in Out-of-Home Care | Monthly | Scheduled |
| Time to Adoption | Monthly | Scheduled |

Selecting **“Report Information”** brings up a listing of scheduled reports showing whether it is monthly, weekly or on-demand.

If you don’t see a report that you need access to, you can contact your security delegate to request access.




Report Information Selection

| Access | Report Name | Schedule | On Demand | Restricted |
|--|---|----------------|-------------------------------------|-------------------------------------|
| Ad Hoc Reports - On Demand Only | | | | |
| <input type="checkbox"/> | ADHOC001 Adoption Eligibility - Turning 18 | On Demand Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ADHOC002 Kinship Care Pending Checks | On Demand Only | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | ADHOC003 NON Kinship Care Pending Checks | On Demand Only | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | ADHOC004 Adoptions Finalization Report | On Demand Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ADHOC005 Adoption Eligibility Report | On Demand Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ADHOC006 Assessment Center / Placement Report | On Demand Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ADHOC007 Payment Summary | On Demand Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ADHOC008 TFC report of payment lines | On Demand Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ADHOC009 Wraparound Pending Check Report | On Demand Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ADHOC011 Subsidized Guardianship | On Demand Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ADHOC013 Wraparound - Report 42 | On Demand Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ADHOC015 Case List for Continuous Quality Improvement (CQI) Review | On Demand Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ADHOC016 Provider Training | On Demand Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ADHOC018 Medicaid Eligibility Certification Date | On Demand Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ADHOC021 Child Fatality Report | On Demand Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ADHOC023 Trust Accounts | On Demand Only | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | ADHOC024 Individual Worker Open Assignments - WORKER ID IS REQUIRED | Monthly | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | ADHOC025 Workload Management Tool | On Demand Only | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

[Hide reports I do not have access to.](#)

Close

9d. Utilities/County – “Refresh Desktop”

eWReports Reports for Steven Fitzsimmons Request  Refresh  Logout 

Main **Utilities** Help County: State

Report Outliner Current Archive On Demand

Reports Catalog Help me find the report I need Reports - What's New

Utilities Help

[Request On Demand Report](#)

[Reports Dashboard](#)

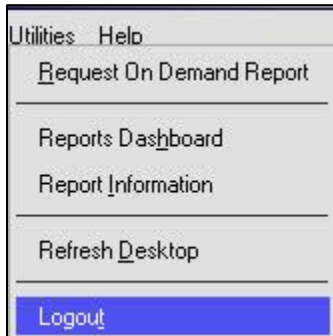
[Report Information](#)

[Refresh Desktop](#)

[Logout](#)

Selecting “Refresh Desktop” will force your screen to refresh.

9d. Utilities/County – “Logout”



Selecting “Logout” will log you out of eWReports, not eWiSACWIS.

